

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Secretary, Senior

Date: 1995

Purpose of Job

The purpose of this job is to supervise and provide general administrative and secretarial support to an assigned department. Duties include, but are not limited to: supervising staff; directing work assignments; answering the telephone; typing letters, memos, reports, and other documents; performing special projects as assigned; assisting the general public, officials, departments and other city employees with various requests; and maintaining files.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises and evaluates assigned personnel; directing work assignments, handling employee concerns and problems, counseling, disciplining and completing employee performance appraisals.
- Reviews work of assigned personnel to verify accuracy.
- Assists in the preparation of various reports.
- Composes and types various correspondence and memorandums.

Administrative Duties:

- Completes and prepares various administrative documents and reports to relay information and show work performance.
- Performs various personnel functions relating payroll, placement, transfers, etc. and other personnel functions as required.
- Types and otherwise prepares letters, memos, reports, and other documents.
- Schedules appointments, makes reservations, screens telephone calls, and otherwise provides assistance to immediate supervisor(s).
- Maintains and updates files, records and other documents.

- Conducts supply inventory and prepares orders, maintains copy machine and schedules maintenance/repair work, and performs related office support functions.

- Types a variety of confidential or sensitive data into form from typed, handwritten, or dictation equipment using a variety of complex formats for preparing correspondence, memoranda and reports; assumes responsibility for correctness of spelling, punctuation, format and grammar.
- Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations and to promote improved job performance.
- May maintain superiors' appointment calendar as assigned.

Communications:

- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary; relieves front desk receptionist as required.
- Responds to requests from the public, city employees, inmates, other departmental personnel and/or departments; directs to other departments as appropriate.
- Greets visitors, ascertains nature of business, assists and/or directs visitors to appropriate person.
- Coordinates with co-workers on collectively assigned projects.

Planning and Organizing:

- Prioritizes daily tasks and prepares daily paperwork packages.
- May maintain superiors' appointment calendar as assigned.

Fiscal Responsibilities:

- Assists in the determination of budget requirements; compiles data.
- Types budget documentation for submission; reviews for accuracy; forwards to supervisor for review and approval.

Productivity and Accountability:

- Handles routine requests for information, records and other resources directly, relieving supervisor of administrative details; provides clerical support for the department.
- Receives, reviews, routes and/or processes various forms, requests and reports, files, records and documents from the public and/or other departments.
- Proofreads and edits reports, documents, forms and other materials for Corrections staff.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Equipment Use and Maintenance::

- Operates a computer, printer, and optical scanner to enter, store, and retrieve data to prepare and produce reports, compose routine correspondence and disseminate information to others on the system.

- Uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.
- Utilizes a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports.
- Uses dictaphone/transcribing equipment to reproducer dictated correspondence from a tape recording to hard copy format.

Record Keeping and Documentation:

- Composes, prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents; compiles various spreadsheets, charts and graphics as requested.
- Maintains office filing system for the department; creates, updates and manages files to ensure departmental filing remains current and old files are stored properly.
- Prepares assorted forms, logs, and reports which may include evaluation and training forms, disciplinary and mail logs, shakedown, adverse action, voice mail and security founds reports.
- May create and update forms as needed for record keeping purposes and information flow.

Marginal Job Functions:

- Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of the principles, methods and techniques pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. Is able to effectively communicate and interact with subordinates, elected officials, management, employees, members of the general public, and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and skilled in the use of computers. Is able to read, understand and interpret program reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED required; one year of progressively responsible typing and general clerical work experience; must be able to type at the rate of 50 net WPM & produce a mailable letter from a rough draft; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS
REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job-related machines and/or office equipment. Must be able to move or carry job-related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.